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26 April 1961


MEMORANDUM FOR: Chiefs of Support, DD/P Operating Divisions

SUBJECT: Use of Tourist or Economy Class Air Travel  
Accommodations

1. A representative of the Bureau of the Budget has requested an appointment with the CIA Comptroller to discuss the possible use of tourist or economy class air travel accommodations. Apparently he is interested in the possibility of establishing a new policy for all government agencies. He referred to potential savings of \$500,000 per year if economy class accommodations are used by Department of State employees.

2. The Bureau of the Budget will be interested in our current volume of air travel in order to determine potential savings if economy class rather than first class accommodations are used, and in the attitude of Agency officials toward such a change.

3. It is requested that you indicate the current annual volume of air travel and the reaction of your component toward adoption of a policy which would require the use of economy accommodations if such accommodations were available at the time reservations were made. Please bear in mind that employees who travel by circuitous route would be required to pay from personal funds substantially more than they are now required to pay under the present Agency policy. This information from the components will be presented to COPS or DD/P. May we have your replies by Friday noon.

  
Special Support Assistant/DDS

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SSA-DD/S

VRT:vld (26 Apr 61)

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